



St Francis Church of England Voluntary Aided Primary School
Love: for God, each other, our learning, and the world.

Admissions Policy 2025-26

Policy updated by: Julie Hailstone (Chair-Admissions)

Approved by: Full Governing Board

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V1.6	November 2018	Approved by FGB
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V1.7	June 2020	Policy Amended
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Policy Document Version Control Log

Policy:		
Version	Date	Description of changes and person/organisation responsible

St Francis Church of England Voluntary Aided Primary School

Admission Policy September 2025

The admissions policy has been created to reflect the Christian foundations and the community focus of the school. The admissions criteria is in line with current government legislation and National guidelines. St Francis CE Primary School will be following Swindon LA jointly co-ordinated admission scheme for admission to primary school in September 2025.

Applications for admission to St Francis School will be dealt with by Swindon Borough Council, in conjunction with the school. **Please see www.swindon.gov.uk for full details and to make your application.**

If you wish to apply for a church place you must also submit a Supplementary Information Form (SIF) to the school office by the 15th January 2025. The SIF can be found at the end of this document.

Published Admission Number (PAN)

The number of intended admissions to Reception for the year commencing September 2025 is 60.

The arrangements in this policy are for admission to the main school and do not apply to those being admitted to the nursery. For nursery admissions please see the Nursery Admissions Policy document. Children who have attended the nursery do not automatically receive a place in the school.

Oversubscription Criteria

If the school is undersubscribed then all applicants will be offered a place.

If a child has a Statement of Special Educational Needs, Education, Health and Care Plan (EHCP) naming St Francis School then they will be admitted to the school without reference to the following criteria.

For all other children, if the number of applicants exceeds the number of available places then the following criteria will be applied in numerical order.

1. **Looked after children**¹, as defined in section 22 of the Children Act 1989, including previously looked after children², at the date on which the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by at the time they are admitted to the School.
2. **Siblings**³ of children who attend St Francis School at the time that the applicant is due to start. This excludes siblings who attend or have been allocated a place in the nursery at St Francis.
3. **Faith places** - 50% of the remaining places (rounded up to the nearest whole place) will be allocated to applicants who:-
 - a) live within the catchment area of St John's Haydon Wick (please see map attached) and
 - b) are at the heart⁴ of a Christian Church⁵ and
 - c) have fully completed and handed in their SIF.

If the school is over-subscribed in this category then the church places will be allocated on the basis of those church applicants living closest to the school (in accordance with the provisions made in category 4)

If the school is under-subscribed in this category then the unused church places will be allocated to other applicants in accordance with the provisions made in category 4.

4. **Distance** - The remaining spaces will be allocated to all other applicants, with priority given to those who live closest to the school. Distances supplied by the Local Authority will be used. The distance between the applicant's home and school

is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school address.

Tie Breaker

If there are two or more children competing for a single space under any of the above criteria then priority will be decided by casting lots (random allocation) and this will be carried out by no less than two of the school Governors (non-parent governors) and in the presence of an independent witness.

Definitions

1. **"Looked after child"** is a child who is: (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. **Previously looked after children** are children who were looked after, but ceased to be so because:
 - they were adopted (Under the terms of the Adoption and Children Act 2002 Section 46 "adoption orders") or
 - they became subject to a residence order (Under the terms of the Children Act 1989 Section 8 which defines 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live) or
 - a special guardianship order (See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian or special guardians)."
3. **"Sibling"** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of a parent's partner/carer's partner and refers to those children who are living at the same family address in the same family unit as the sibling for more than 50% of the time. Evidence of the address at which the child is living the majority of the time can be obtained by confirming the address at which the child is registered with their GP.
4. **An applicant 'at the heart of the church'** would be a regular worshipper. This means one who worships twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The 'applicant worshipper' could be the child for whom application is made or one or both parents. Checks will be made to confirm church attendance via the information provided to us in the SIF.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
5. **"Christian Church"** means a church that is affiliated to the Churches together in England, or a church which is in full sympathy with its Trinitarian stance. For more information please see website www.ctbi.org.uk or contact the school office.

Deferred Entry

Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. Such children will only be allowed to start at the beginning of a term.

Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Where a parent wishes for their child to attend part time, we would ask you to make your wishes known to the Head Teacher.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group. Parents should contact the school at the earliest opportunity to discuss the reasons for this request. For children who would normally be applying for a Reception Class place the request should be made from 1st September 2024 so that the closing date of 15th January 2025 is met.

The school may ask for additional information to support the request. The Governing Body will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned taking into account the views of the parents and in consultation with the school's head teacher. The reasons for this decision will be fully communicated to the parents. You will need to apply the following year for a place in Reception and your application will rank alongside other applicants in the usual way. There is no guarantee that a place will be offered in that year group,

Applying for a place outside the normal age group will not prejudice the allocation of a place and the application will be judged equally under the oversubscription criteria if applicable. Parents do not have a statutory right to appeal against the refusal of a place at a school because it is not in their preferred age group.

Multiple Births

When the 60th place has been offered to a child who has a sibling born at the same time (e.g. twins, triplets etc) then the Governors will endeavour to place the said sibling in the school. If necessary the school may admit over Pupil Admission Number (PAN) to accommodate such children.

Waiting List

St Francis Church of England School maintains its own waiting list which is maintained until the end of the school year for which an application was made. Placement will be determined by applying the over-subscription criteria. Names will be removed from the list if requested or if the offer of a place that becomes available is not accepted. Positions on waiting list may change due to new applications.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

Late Applications

The closing date for applications for 2024-2025 is the **15th January 2025**. Applications may be submitted after this date but they will be deemed as late applications, this means that they will not be considered until after all on time applications.

In Year Admissions

The above oversubscription criteria will also be applied for in year applications made during the school year. Please go to www.swindon.gov.uk for full details and to make your application.

The LA will then pass the applicant's details to the School's Governing Body to consider admission according to its admissions policy. The local authority will then notify the family of an offer of a place.

Appeals Procedure

Any child who is refused a place at St Francis School has the right to appeal against this decision. An appeal form needs to be completed and returned to the school and an independent panel will be arranged to consider the appeal. A timetable for appeals will be provided when your application for an appeal is made.

Misleading Applications

Where the Governing Body discovers that a child has been awarded a place as the result of a deliberately misleading application from a parent (e.g. a false claim to residence in a particular location or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the Governing Body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.



Supplementary Information Form

In support of an application for a church place

This form should be submitted directly to the school by the closing date of the 15th January 2025 for places in Reception starting September 2025*.

Any forms received for a Reception place after this date will not be considered for a church place and the other criteria in the policy will be applied.

***If you are making an application outside of the 15th January deadline (for example in-year admissions) and if you want to apply for a church place you will still need to submit a SIF.**

St Francis School, Taw Hill is a voluntary aided Church of England school, which means that the governing body is the admissions authority for the school.

Category 3 of the admissions policy states that places will be allocated to children who:-

- a) **live** within the parish of St John’s Haydon Wick (please see map attached)
- and**
- b) are at the heart of a Christian Church
- and**
- c) have fully completed and handed in a SIF by 15th January 2025 (or for admissions during the school year, when the application for a place is made)

Please ask the leader of your church or a person in a position of authority within the church to complete the other side of this form in support of your application. Please note that we do routinely check and verify and we need to be able to contact the person completing this form before a church place can be offered. Incomplete forms will not be considered for a church place.

If you have not been attending your current church for 2 years, you may ask a minister at a previous church to complete a SIF to cover prior attendance. Please ensure that all SIFs covering the full two year period are fully completed and submitted by the date on the front of this form to be considered.

Details of the applicant

Name of child:

Name of parent/guardian/carers making this application:.....

Permanent residential address of child:.....

.....

Tel:Email address:

(see over)

Details of your Church and Minister/Church Leader

Name of Church:

Name of Minister/leader:

Position held within the church:

Contact Address:

Tel:

Email Address:

To the Church Leader:

Please complete and sign this declaration below to confirm that the applicant or applicants are at the Heart of your church

Definition

The definition of 'at the heart of the Church' is covered in point 16 of the National Society's guidelines. An applicant at the heart of the church would be a regular worshipper. This means one who worships twice a month over a period of at least 2 years prior to the deadline of receipt for applications. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. The 'applicant worshipper' could be the child for whom the application is made or one or both parents.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Declaration of Church leader of Minister

I.....*name*..... being the minister (or other leader or authorised representative or official) of*church name*..... truthfully declare that the parent/guardian/carers/child detailed above are regular worshippers at the heart of my church (in accordance with the definition given above) and I confirm that they have been regularly attending at my church foryears and I can confirm that my church is affiliated to the Churches Together in England, or it is church which is in full sympathy with its Trinitarian stance.

Signed:..... Dated:.....

St John's, Haydon Wick (The diamond pin is St John's Church)

